



## **Oregon Joint Force Headquarters**

**HUMAN RESOURCES OFFICE/HR**

**P.O. BOX 14350, 1776 MILITIA WAY**

**SALEM, OREGON 97309-5047**

**Comm: (503) 584-3846 (Army) / 3854 (Air)**

**DSN: 355-3846 (Army) / 3854 (Air)**

<http://www.orport.ang.af.mil>

**BRAC affected units strongly encouraged to apply!**

### **Announcement #JF06-065**

#### **SECURITY ASSISTANT – Indefinite**

**(Selectee may convert to permanent status without competition)**

### **Statewide Army/Air Technician Vacancy Announcement**

**Open Date: 7 April 2006**

**Closing Date: Open until filled**

**Series/Grade: GS-0086-07**

**Salary Range: \$36,564 - \$47,531 Per Yr**

**ENL MOS: 31B, 42L**

**PD#: 70548**

**AFSC: 3A0XX**

**Location: JFHQ-JOC, Salem OR**

**Type of Appt: Excepted X Enlisted X**

#### **Areas of Consideration:**

**First Area:** Current permanent full time technicians of the Oregon Army/Air National Guard.

**Second Area:** Current members of the Oregon Army/Air National Guard.

**Third Area:** Individuals of Oregon BRAC affected units eligible to become members of the Oregon Army/Air National Guard.

#### **Summary of Duties:**

Prepares, reviews, processes, submits and provides quality control of applications for security determination for the Oregon Army National Guard. Tracks all security clearance investigations and issues, serves as a conduit between SIDPERS and Brigades on all security clearance issues, serves as primary contact to the Office of Personnel Management (OPM), the investigative agency for security clearances, the Army Central Clearance Facilities (CCF) at Ft. Meade, the granting authority for security clearances, and the brigades. Researches and provides corrective action for unacceptable cases, prepares and conducts personnel interviews, and assists in the development of the State Security Clearance Standing Operating Procedures.

**Method of Evaluating Qualifications:**  
**Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Clerical or administrative work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. A SECRET Security Clearance is required at time of application.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants at the **GS-07** level must have **12 months** experience at the next lower grade or equivalent in the following knowledge, skill, and abilities (KSAs):

1. Knowledge of personnel security program rules, procedures and operations.
2. Ability to communicate orally and in writing.
3. Ability to plan, coordinate, and resolve support problems associated with security issues.
4. Knowledge of military requirements and organizational structures to provide requested information to the organizations serviced.
5. Ability to identify information within the security clearance documentation that contains conflicting or derogatory information.

<b>Substitution of Education for Specialized Experience</b>
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High school graduate or the equivalent may be substituted for 3 months of specialized. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full- time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. For experience required in excess of 24 months, education in school above the high school level may be substituted at the rate of one academic year of education for six months of experience.

<b>Special Information</b>
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Unit of military assignment is JFHQ-JOC in **ENL MOS: 31B, 42L**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a

permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check will be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%